

LEE COUNTY HEALTH DEPARTMENT

POSITION ANNOUNCEMENT

POSTING **INSIDE/OUTSIDE - 9/13/07**

POSITION **Patient Relations Representative IV**

SALARY/GRADE: \$26,126 - \$36,577

DUTIES/RESPONSIBILITIES: This position is responsible for the collection of payments, insurance processing, management of patient accounts, financial counseling, ICD-9 and CPT coding and reimbursement for all clinical programs. This position is also responsible for the collection and billing of all delinquent patient accounts; and provide backup for Medicaid billing on the Health Services Information System (HSIS).

MINIMUM REQUIREMENTS: Graduation from high school and demonstrated possession of knowledge's, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

Preference will be give to those who have working knowledge of Microsoft Office computer programs and basic accounting experience.

CLOSING DATE FOR APPLICATIONS: Monday, September 24, 2007 at 5 p.m.

Submit a completed North Carolina State Application Form (PD 107) to the Lee County Health Department, PO Box 1528 Sanford, NC 27331-1528

EQUAL OPPORTUNITY EMPLOYER